



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

(Amended November 14, 2023)

**TITLE: NYS COURT OFFICER-SERGEANT (JG-20)**

**EXAM NO.: 55-833**

**EXAMINATION  
DATE**

**Saturday, March 16, 2024**

The examination is a 4-hour, computer-based examination given at locations throughout NYS. Scheduling an examination session is first come, first served and subject to availability. Specific times are not guaranteed. All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time. NYS Unified Court System employees who are regularly scheduled to work weekends shall be granted excused leave to take the exam during work hours in accordance with the applicable collective bargaining agreement or Rules of the Chief Judge.

**DISTINGUISHING  
FEATURES OF  
WORK**

Under the direct supervision of a New York State Court Officer-Lieutenant, or other security supervisory personnel, New York State Court Officer-Sergeants are assigned to all trial courts and court agencies where they maintain order and provide security in courtrooms, court buildings, and grounds, and coordinate the activities of court security personnel in the area to which they are assigned. When assigned to a courtroom, NYS Court Officer-Sergeants are responsible to the presiding judge and function as the courtroom security supervisor. NYS Court Officer-Sergeants are responsible for on-the-job training of NYS Court Officer-Trainees. NYS Court Officer-Sergeants are responsible for the evaluation of NYS Court Officer-Trainees and NYS Court Officers. NYS Court Officer-Sergeants are peace officers, required to wear uniforms and may be authorized to carry firearms. They execute bench warrants, make arrests and also perform administrative and other related duties.

**LOCATION OF  
POSITIONS**

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System throughout New York State.

**APPLICATION  
PROCESS**

Applications for this examination must be filed on-line between **10 A.M. Wednesday, November 15, 2023 and Wednesday, December 13, 2023**. Applicants must have an active e-mail address to complete the application process and to receive self-scheduling links and Result Notices. **An application is considered filed upon receipt of an Application ID Number at time of submission.**

**SELF-  
SCHEDULING  
LINK**

Applicants will be e-mailed a link on or about Wednesday, February 28, 2024 to self-schedule the examination. If you have not received the link by Thursday, February 29, 2024, contact the Office of Court Administration at (212) 428-2580 or e-mail [UnifiedCourtSystemExam@nycourts.gov](mailto:UnifiedCourtSystemExam@nycourts.gov). **All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time.**

**MINIMUM  
QUALIFICATIONS  
TO COMPETE**

To be eligible to compete in this examination, candidates **must**, by the date of the examination, March 16, 2024, have current permanent competitive class status\*\* in the New York State Court Officer or Senior Court Officer\* title.

**MINIMUM  
QUALIFICATIONS  
FOR  
APPOINTMENT**

To be eligible for appointment from the resultant eligible list, successful candidates must be currently serving<sup>†</sup> in the New York State Court Officer or Senior Court Officer\* title and have, at the time of appointment, one (1) year of permanent competitive class service in the New York State Court Officer or Senior Court Officer\* title.

<sup>†</sup> or on a leave of absence from the New York State Court Officer or Senior Court Officer\* title; or currently serving in a non-competitive uniformed title series.

\*\*Pursuant to Section 25.15(h) of the Rules of the Chief Judge, includes: (1) employees of the Unified Court System who are holding or who have held positions in the non-competitive, exempt or labor class if said employees in the past have held qualifying competitive class positions on a permanent basis and (2) employees with non-competitive status in qualifying titles by virtue of the Handicapped Set Aside Program (HSAP).

## **SUBJECT OF EXAMINATION FOR NYS COURT OFFICER-SERGEANT (JG-20)**

This written examination is comprised of multiple-choice questions and is designed to assess the following areas:

### **I. OPERATIONAL KNOWLEDGE**

Knowledge and application of laws, rules, regulations, procedures, techniques, and practices relating to the duties and responsibilities of a New York State Court Officer-Sergeant, including, but not necessarily limited to, the areas shown below:

Arrests, Emergency Responses, Equipment & Uniform Regulations, General Responsibilities of a Court Officer, Handling of Evidence and Contraband, Handling of Prisoners, Incident Command System (ICS), Jury Supervision, Radio Communication 10-codes, Rules for Possession and Control of Firearms, Search Procedures, Security Procedures, Standard Reports, Use of Force.

Sources for these questions include, but are not limited to: the Court Officers Rules and Procedures Manual, the NYS Criminal Procedure Law, the NYS Penal Law, the NYS Court Officer training materials, FEMA's Independent Study Program course-work materials: ICS-100, ICS-200 and IS-700 (NIMS), directives from the Department of Public Safety as well as any memoranda or directives from the Office of Court Administration.

### **II. PREPARING WRITTEN MATERIAL**

Ability to present information clearly and accurately and to organize written information in a comprehensive manner.

**Format A:** Candidates are presented with several statements that may be included in a report. They must select the option that includes the essential information and organizes those statements in a clear, logical order.

**Format B:** Candidates are required to choose the option that most clearly, accurately and completely contains the most appropriate/essential statements for the "Details" section of a report.

### **III. SUPERVISION**

Ability to effectively organize, coordinate and supervise security operations, and resolve problem situations likely to be encountered on the job by a first-line supervisor. Candidates are presented with workplace situations and are asked to evaluate potential responses to the situation based upon information provided and their knowledge of effective supervision relating to such areas as: orienting and training officers, handling work assignments, problem-solving, evaluating work performance, dealing with the public and communicating effectively with others.

## **INFORMATION FOR PROMOTIONAL APPLICANTS - PLEASE READ CAREFULLY**

**APPLICATION:** Electronic applications can be filed at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). An active e-mail address is required to complete the application process and to receive Admission and Result Notices. Separate applications must be submitted if an applicant is applying for more than one examination. An application is considered successfully filed upon immediate receipt of an Application ID Number.

**SENIORITY CREDITS:** Successful applicants will have seniority credits added to the final score based upon the length of continuous permanent service in the Unified Court System. One point will be added for each five-year period, or fraction thereof, of permanent or contingent permanent service, excluding the first year of service if otherwise successful on the examination. Seniority credits are computed up to the scheduled date of the examination, March 16, 2024.

**VETERAN CREDITS:** Disabled (5 points) and non-disabled (2.5 points) veterans who are eligible for extra credit will have the appropriate number of points added to the final rating if otherwise successful in the examination. Eligible veterans should claim the credits when they file the application. Further information regarding instructions for filing and eligibility is contained in the application. If veteran credits are granted, eligibles will have an option to waive them anytime prior to appointment.

**VERIFICATION OF QUALIFICATIONS:** The Office of Court Administration may refuse to examine an applicant, or after examination, to include an applicant on the eligible list, or may remove or restrict from the eligible list any applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the eligible list.

**EXAMINATION RATINGS:** Examination final ratings are reported on a scale of 100 with the passing mark set at 70. The passing score for the written examination will be determined at a date following the administration of the examination.

**SPECIAL ARRANGEMENTS:** Applicants who cannot be tested on a Saturday for religious reasons, must include this information on their application. All other requests for alternate test dates must be submitted at least one month prior to the examination date and will be reviewed on a case-by-case basis for compliance with the Alternate Test Date Guidelines of the Unified Court System. Applicants with disabilities who require special arrangements should contact the Coordinator of Special Accommodations at (212) 428-2580 or TDD (telecommunications device for the deaf) at (212) 428-2781 prior to the close of the filing period for the examination.

**WARNING:** Anyone found unlawfully possessing or disclosing questions and/or answers from civil service examinations, or giving or taking test information from another applicant during or after the examination, or taking a civil service examination for someone else or enlisting another person to take an examination for another will be subject to disqualification from that examination and may be barred from future examinations with the Unified Court System and may be subject to other penalties as prescribed by law.

**APPLICANTS SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 OR [EXAMUNIT@NYCOURTS.GOV](mailto:EXAMUNIT@NYCOURTS.GOV) IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY FEBRUARY 29, 2024.**

**The Unified Court System is an Equal Opportunity Employer.**